

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – June 14, 2022

IN ACCORDANCE WITH OREGON PUBLIC RECORDS LAW, A RECORDING OF THIS MEETING IS POSTED, IN LIEU OF WRITTEN MINUTES, ON THE DISTRICT WEBSITE, AND IS PRESERVED ON DIGITAL MEDIA AS A PERMANENT RECORD

A. Call to Order via ZOOM: The regular monthly Board Meeting of the Otter Rock Water District Board was held on June 14, 2022 via ZOOM. The meeting convened at 6:01 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Cutler, and Elliker
- Staff members present: Whitney Erskine
- Hiland representative – none
- Public in Attendance: Dale Powers, Cheryl and Steve Hall, Mike and Genese Mullin, Patti and Stan Hart.

C) Consent Agenda:

Summary for the May meeting was submitted by Commissioner Elliker. No changes.

A motion was made by Commissioner Hall, second by Commissioner Cutler to approve the May board meeting summary.

Hall Yes / Elliker Yes / Cutler Yes /

Motion carried.

D) Reports, updates and announcements

a. **Water Operator's Report** – no report – no Hiland representative was present at the meeting.

b. **Office/Treasurer's Report**

Commissioner Cutler presented a report of current finances. See the website for the written Treasurer's report and the current Profit & Loss Budget vs. Actual report.

A motion was made by Commissioner Elliker, second by Commissioner Hall to approve the Treasurer's Report.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

Bills ready for approval: A motion was made by Commissioner Elliker, second by Commissioner Hall to pay all the bills.

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

c. **Other correspondence** -

The district received a refund of \$211.78 from the Oregon Department of Revenue for a tax penalty for the tax year of 2019 due to an appeal filed by Commissioner Elliker one and one-half years ago.

E) Special Order of Business

a. **Board positions # 2 & 5**, still unfilled.

b. **Hiland communications & new contract** Commissioner Cutler is still working on contacting Hiland. Commissioner Hall will send an email draft to the board, tomorrow, of requests we have for inclusion and then send it on to Hiland.

c. **Second street easement work** – Commissioner Cutler still needs to write up a plan and get consensus from all affected customers. The district will have our legal counsel review and approve the letter of agreement before proceeding.

d. **Tank farm vegetation maintenance** – Vegetation at the tank farm needs mowing and some downed tree branches removed. Commissioner Cutler has a maintenance worker, José, that he

uses who can do this for \$35 per hour.

A motion was made by Commissioner Elliker, second by Commissioner Cutler to have Jose do the clean up and haul away debris for \$35 per hour.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

Otter Crest Loop washout – The board discussed the washout on Otter Crest Loop road. The washout near Spring #1 missed the spring outflow cage on the west side of the road but has exposed the buried main in the easement going from the spring outflow to the tanks. A lot of material has also washed down and we don't know if there is any damage to the main. We also don't know what the county will be needing to do to repair the area and how that will impact our lines. Commissioner Elliker surveyed the area on Sunday and spoke to Hiland personnel about it. Hiland was supposed to take a look at it on Monday. Commissioner Cutler surveyed the area on Monday. The county has some cones and markers up. Commissioner Cutler will call Hiland and the county public works to get more information.

e. Payroll accountant – We received a quote from Tina Ewing of Toledo to do this for \$65/mo plus \$35 for quarterly reports and \$50 for end of year reports and W2's. This would be \$970 per year compared to over \$1200 we are paying for Paychex.

A motion was made by Commissioner Cutler, second by Commissioner Hall, to engage Tina Ewing for Payroll starting in July 2022.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

f. Bank ACH origination option – Commissioner Elliker would like the district to try this option for receiving customer water payments. This would establish an automatic debit process through Columbia Bank for monthly water payments as an option for customers. If started in July the service could be ready to go for the August billing. The bank will waive the setup fee and the monthly cost should be around \$40 a month, depending on how many customers sign up for it. A motion was made by Commissioner Hall, second by Commissioner Elliker to start the ACH service with Columbia Bank.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

g. Annual Audit

The board discussed having a formal audit done this year and discussed attempting to get multiple bids/estimates as opposed to requesting Accuity who started the process last year. Commissioner Hall will request quotes from Accuity and others for having an formal audit in place of our compilation report.

h. Community Room use – Commissioner Elliker would like the board to set standards and rules for use of the community room. Topics were discussed such as who, when, what, capacity, hours, no alcohol, parking, etc. were all discussed. Commissioner Cutler will check with our insurance company for a waiver to be signed. Office Manager Erskine will check with Paul Erskine on allowed capacity for fire egress and also check with the two closest neighbors regarding evening hours. Commissioner Elliker will put together a draft of all items and send it to the board for review.

Genese Mullin asked about the no alcohol policy and if that would include having alcohol outside the building, say if it was kept in a car. The board consensus was that the no alcohol policy would be inclusive of the areas outside of the building as well.

i. Upcoming budget hearings & resolutions – Commissioner Elliker has sent drafts of three resolutions for the budget hearing later this month and mentioned the amounts look different this year because we are declaring all of our resources including reserve funds such as savings and SDC moneys, which hasn't been done in years past. There is a new resolution for our reserve (savings) fund which needs to be done. The district is supposed to pass a resolution regarding any reserve funds and why we need them, and must renew this resolution at least every ten years. The board had no changes to make in the draft resolutions.

F) Ordinances – none

G) Resolutions – none

H) Public Comments –

Dale Powers mentioned the issue of workers comp. insurance for the independent contractor to do yard work. Commissioner Cutler said he could add the person as an employee to his winery and cover him that way. Commissioner Hall mentioned that could be a conflict of interest and Commissioner Cutler agreed.

A motion was made by Commissioner Hall, second by Commissioner Elliker, to rescind the previous motion on yard maintenance by Jose.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

Office Manager Erskine offered to contact George of ATMS Yard Service, who did our yard maintenance last fall, and see if they could do the work again.

I) Board member comments -

Commissioner Elliker: requested permission to buy two new padlocks for the tank farm. The one to the shed has been troublesome for quite a few years and we need to have a lock for the new chlorination shed. The board agreed.

Meeting was adjourned at 7:13 PM

Submitted by Commissioner Elliker